

**GRAPHIC COMMUNICATION SERVICES
BUDGET 8920
Internal Service Fund**

	<u>Actual 2001-02</u>	<u>Adopted 2002-03</u>	<u>Recommended 2003-04</u>	<u>Increase/ Decrease</u>	
<u>FISCAL SUMMARY</u>					
<u>Appropriations</u>					
Salaries & Benefits	\$ 437,252	\$ 492,698	\$ 516,067	\$ 23,369	5%
Services & Supplies	2,021,573	1,656,545	1,639,997	(16,548)	-1%
Other Charges	17,012	22,151	27,507	5,356	24%
Fixed Assets	<u>22,643</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Appropriations	\$ 2,498,480	\$ 2,171,394	\$ 2,183,571	\$ 12,177	1%
<u>Revenues</u>					
Charges for Services	\$ 2,319,542	\$ 2,171,394	\$ 2,175,571	\$ 4,177	0%
Use of Money & Property	7,816	0	8,000	8,000	100%
Ent. Fund Retained Earnings	<u>33,900</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Revenues	\$ 2,361,258	\$ 2,171,394	\$ 2,183,571	\$ 12,177	1%
<u>Net Income/(Loss)</u>	\$ (137,222)	\$ 0	\$ 0	\$ 0	0%
<u>Net County Cost</u>	\$ 0	\$ 0	\$ 0	\$ 0	0%
	<u>Budgeted 2001-02</u>	<u>Current 2002-03</u>	<u>Recommended 2003-04</u>	<u>Increase/ Decrease</u>	
Position Summary	13	12	12	0	

FUNCTION

Graphic Communication Services, previously Central Services, was reorganized as a unit of the County Administrative Office, General Services Division, in October 2002. The unit provides graphic design services, offset printing, copy service, poster printing services, and the interoffice messenger service for the County. Graphic Communication Services performs the majority of the County's graphic communication requirements in-house; specialized services and projects produced more cost effectively by private companies are contracted out.

OVERVIEW

The 2003-04 Recommended Budget of \$2,183,571 reflects a 1% (\$12,177) increase in appropriations and revenues over the 2002-03 Adopted Budget primarily due to salary and benefit adjustments. Staffing is recommended at the prior year level of 12 positions.

8920 – GRAPHIC COMMUNICATION SERVICES – INTERNAL SERVICE FUND

DEPARTMENT COMMENTS

Graphic Communication Services continues to expand its services to County departments while reducing costs Countywide. Last year, a wide-format printer was purchased and installed for the in-house production of banners, posters and presentation materials. Countywide savings generated by the printer are estimated at \$75,000 annually. Also implemented in the prior year were digital and traditional photography services, as well as media services, which were also previously contracted out. The unit has also continued to expand the number of electronic versions of County forms and to develop procedures for submitting reproduction work to streamline its services to their customers. Mail services continues to take advantage, where possible, of second day mailing to take advantage of the price breaks available through its presort contract.

SUMMARY OF CAO RECOMMENDATIONS

Significant Program Changes

- The conversion of an Offset Equipment Operator position to a Graphic Arts Technician position in the prior year has resulted in the elimination of contracted services with outside media companies for graphic design services, and an estimated annual savings of \$155,000 Countywide.

Salaries and Benefits

- Salaries and Benefits, recommended at \$516,067, represent a 5% (\$23,369) increase over 2002-03.

Recommended funding includes:

- An increase in the Retirement rate of \$22,178 based on actuarial studies.
- A \$3,854 increase in Health Insurance Contributions based on higher rates and dependent care coverage.
- Negotiated benefit adjustments and normal step advances.
- Staffing is recommended at the 2002-03 level of 12 positions.

Services and Supplies

- Services and Supplies, recommended at \$1,639,997, represent a 1% (\$16,548) decrease from 2002-03.

Recommended funding includes:

- An \$89,574 increase in Professional and Specialized Services for contracted printing services that cannot be provided in-house based on actual expenditures over the last several years.
- A decrease of \$70,629 in Postage-Stores due to a change in account reporting for the Department of Child Support Services where postage is prepaid utilizing State funds.
- Increases in County Garage Charges (\$5,709), due to reassignment of one fleet vehicle used for delivery and Data Processing Charges (\$944), based on information technology needs for 2003-04.
- A \$42,064 decrease in the Countywide Cost Allocation based on actual 2001-02 Office of Budget and Management guidelines.

Other Charges

- Recommended funding of \$27,507 represents a 24% (\$5,356) increase over the prior year due to depreciation on equipment purchased in 2002-03.

8920 – GRAPHIC COMMUNICATION SERVICES – INTERNAL SERVICE FUND

SUMMARY OF REVENUES

- Revenues are recommended at \$2,183,571, a 1% (\$12,177) increase over the prior year.
- Charges for Services (\$2,175,571). Represents the recovery of costs from County departments and other governmental agencies requesting services.
- Use of Money and Property (\$8,000). Represents estimated interest earnings based on actual revenues received in 2003-04.

REGULAR SALARIES

BUDGETED POSITIONS

<u>JCN</u>	<u>TITLE</u>	<u>BAND/ RANGE</u>	<u>POSITIONS</u>		<u>RECOMMENDED SALARIES</u>
			<u>CURRENT</u>	<u>RECOMMENDED</u>	
2217	Graphic Communication Services Manager	H	1	1	\$ 52,086
1151	Graphic Arts Technician I	1030	2	2	62,660
3542	Senior Offset Equipment Operator	1004	1	1	31,964
3535	Offset Equipment Operator II	888	5	5	141,350
3080	Office Assistant III	915	2	2	58,268
3037	Driver	784	<u>1</u>	<u>1</u>	<u>21,097</u>
Subtotal			12	12	\$ 367,425
	Less Salary Savings				<u>(3,674)</u>
TOTAL REGULAR SALARIES					\$ 363,751